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**POSITION DESCRIPTION  
AUCKLAND FESTIVAL TRUST**

**Position:** Programme Administrator/ Kaihāpai Hōtaka

**Reporting to:** Head of Programming

**Tenure:** 28 June 2021 to 3 June 2022

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**Description**

The Programme Administrator shall be responsible for supporting the management and administration of the Festival Programme for the Auckland Arts Festival 2022 and the Auckland Festival Trust.

**Required skills and experience**

- Event management or Arts Administration experience
- Proven administration skills
- Proven experience in scheduling and drafting contracts
- Highly proficient computer skills (Word, Excel, Outlook)
- Understanding of accounting related tasks including orders, budget tracking, royalties an advantage
- Knowledge of contemporary performing and/or visual arts sector an advantage
- Excellent research, communication, written and verbal skills
- Ability to work in a team environment and under pressure
- An eye for detail
- A full NZ driver's licence

**Key Relationships**

- Head of Programming
- Artistic Director
- Kaihautū Māori
- Chief Executive
- Business & Finance Manager
- Programme Team Members
- Technical Manager
- Artist & Logistics Manager
- Marketing & Communications Director
- Other Festival Staff
- Festival Venues
- Festival Suppliers

**JOB DESCRIPTION**

**Programming Tasks**

1. Assist the Programming team with researching, preparing and circulating correspondence. This includes contracts, letters of offer and emails.
2. Assist the Head of Programming and Kaihautū Māori with scheduling meetings, accommodation and travel.

3. Research programme information and collect and collate information from Festival Artists and companies as required.
4. Maintain a comprehensive, accessible and efficient system for managing documents, technical riders, company information, freight, schedules and contracts.
5. Attend programme meetings, take minutes and note action points, and distribute to the appropriate staff.
6. Be a DATAFEST (scheduling software programme) Administrator, enter and maintain data in DATAFEST, and liaise with other relevant Festival staff to maintain DATAFEST. (Training will be provided).
7. Assist the Head of Programming with maintaining a critical path document, and liaising with the Programming Team to ensure this document is current.
8. Assist the Head of Programming and Technical Manager with researching and providing relevant artist and company information to artist liaison staff, marketing and sponsorship staff, and administration staff as required. This includes:
  - Gathering information and assisting the processing and issuing of work permits and visas
  - Passport details
  - Travel and accommodation, and Ground Transport
  - Freight requirements
  - Compiling company information for the purposes of tax exemption and insurance
  - Circulating marketing requirement forms to companies and artists
9. Coordinate information between programming and other festival departments including, but not limited to, marketing and sponsorship, administration and accounts as required.
10. Provide logistical support to the Head of Programming, including creating and maintaining schedules and setting up meetings where required.
11. Coordinate and manage specific festival initiatives or projects where required.

## **Financial**

12. Source quotes, and generate and revise Purchase Orders on MYOB as required.
13. Work with the Head of Programming to ensure the accounts team have a full schedule of payments for all artists, including fees, per diems and allowances (where applicable).
14. Work with the Head of Programming to manage the royalties and music rights associated with any and all Festival productions and presentations, including music for dance and theatre as well as fine and contemporary music.
15. Work with the Accounts Team to provide additional information and resolve queries as required.

## **Reporting**

16. Attend meetings as and when required, and minute meetings when requested.

17. Provide a post-Festival report relating to this position including recommendations for the future.

18. Assist with reports to funding agencies.

**General**

19. Other duties as required.

20. Comply with the Festival's Health and Safety Policy.